

MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual

Assessment Title	Assess. Sequence	Assessment Points	Assessment ID	View Assessment
Lab Safety Quiz #1	1	15	1	..\MaineSIS2\9-1
Introduction to Genetics Web Assign	2	25	2	..\MaineSIS2\9-1
Cloning and Society Oral Presentation	3	45	3	
Genetics Seed Lab	4	25	5	..\MaineSIS2\9-1
Quarter Lab Performance	5	150	4	

Working With Graded Items Main Menu

By clicking on the appropriate tab, you will be able to:

- | | |
|--|--------------|
| 1. Work with Assessments | Tab 1 |
| 2. Link Tasks to Assessments | Tab 2 |
| 3. Modify Assessment Design | Tab 3 |
| 4. Translate Grades to MLR Performance | Tab 4 |
| 5. Enter Student Grades | Tab 5 |

General Notes:

1. Use the upper Duty selector only when linking tasks to assessments (tab 2).
2. Use the upper Refresh Form button to immediately “see” assessment design changes (tab 3).
3. Use tab 5 (Enter Student Grades) when not “translating” grades to MLR performance.

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Quarter Lab Performance	5	150	4	

Working With Graded Items - Assessments Tab 1

Use this form to enter assessments or projects that have associated point values or grades.

Assessment Title - Enter the Assessment or project title.

Assessment Sequence - Enter a different sequence number for each assessment in order to assign a desired sequence (of assessments or projects) in associated forms and reports.

Assessment Points - Enter the point value for the assessment or project.

Assessment ID - This identifying number is automatically assigned by SIS.

View Assessment - Right click to browse and assign a hyperlink directly to your assessment or project. You may use the SIS curriculum folder for your subject area in order to warehouse your curriculum items in electronic format. Once a hyperlink is established, simply left click to view the assessment or project.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 1).
2. This tab interacts with all assessments created in Main Menu button H - Add / Edit Assessment Info.

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The screenshot shows the 'Work With Graded Items' form in Microsoft Access, specifically Tab 2: Link Tasks to Assessments. The form has a yellow background and a blue header. At the top, there are dropdown menus for 'Course' (set to 'Biotechnology') and 'Duty' (set to 'Safety'). A 'Refresh Form' button is located below the 'Duty' dropdown. To the right of the 'Course' dropdown is a 'Back To Main Menu' button. Below the dropdowns, there is a tab bar with five tabs: '1 Assessments', '2 Link Tasks to Assessments' (which is selected), '3 Modify Assessment Design', '4 Translate Grades', and '5 Enter Student Grades'. The main area of the form contains a table with the following columns: 'TaskID', 'DutyID', 'Task', 'CourseID', and 'Assessment Link ID'. The table has two rows of data. The first row has 'TaskID' 5356, 'DutyID' 621, 'Task' 'Follows emergency safety procedures.', 'CourseID' 31, and 'Assessment Link ID' 1. The second row has 'TaskID' 5356, 'DutyID' (empty), 'Task' (empty), 'CourseID' (empty), and 'Assessment Link ID' (empty). Below the table, there are two record selectors. The first one is labeled 'Use This Record Selector to Scroll Through Assessments' and shows 'Record: 1 of 1'. The second one is labeled 'Use the Bottom Most Record Selector to Scroll Through Tasks.' and shows 'Record: 3 of 9'. At the bottom of the form, there is a 'Form View' button and a status bar showing the time as 9:56 AM.

Working With Graded Items - Link Tasks to Assessments Tab 2

Use this form to associate learning tasks to specific assessments or projects.

Upper Duty Combo Box - Select the appropriate duty area.

Task - Use the bottom most record selector to scroll through the selected duty area tasks. Select the appropriate learning task to link.

Assessment - Use the next higher record selector to scroll through available assessments. Select the appropriate assessment or project to link. If the learning task links to other assessments, move your mouse into the next lower (empty) link record and repeat the assessment linking process.

Assessment Link ID - This identifying number is automatically assigned by SIS.

Establishing More Links - Select new tasks or tasks in a new duty area by using the duty area combo box and the bottom most record selector. Repeat the linking process by then selecting the appropriate assessments to link to the selected tasks as above.

General Notes:

1. The upper Duty selector is required when working on this tab (tab 2).
2. This tab interacts with all program task links created in Main Menu button I - Link Tasks to Assessments.
3. If you make a mistake you can delete the link record. You can delete the link record by highlighting the link record and pressing the delete key. Highlight the link record by left clicking on the colored area for that link record, directly to the left of the Task ID-Assessment-Assessment Link ID.

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ID	Assessment Title	Seq.	Assessment Points	Percentage
1	Lab Safety Quiz #1	1	15	5.77%
2	Introduction to Genetics Web Assign	2	25	9.62%
3	Cloning and Society Oral Presentation	3	45	17.31%
5	Genetics Seed Lab	4	25	9.62%
6	Genetics Seed Lab	5	45	17.31%

Working With Graded Items - Modify Assessment Design Tab 3

Use this form to evaluate or modify assessment point values and design.

Assessment Title - Use the side bar or record selector to scroll through program assessments or projects. You may modify the assessment title.

Assessment Sequence - Enter a different sequence number for each assessment in order to assign a desired sequence (of assessments or projects) in associated forms and reports. You may modify the assessment sequence. Use the Refresh Form button after data entry to view updated sequence.

Assessment Points - Enter the point value for the assessment or project. You may modify the assessment point value.

Percentage - This block divides individual assessment points by total program assessment points. Use the Refresh Form button after data entry to view updated values.

Total Assessment Points - This block computes the point sum of all program assessments or projects. Use the Refresh Form button after data entry to view updated values.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 3).
2. Modification to an assessment point value will affect student grades on future forms and reports if student point values have already been entered for that assessment. Example: changing a 25-point quiz to 15 points would shift all student grades higher. This new grade would automatically be reflected in student grade forms and reports made **AFTER** making the change to the assessment.

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Performance Standard	Grade Range
ExceedsUpper	100
ExceedsLower	81
MeetsUpper	80
MeetsLower	65
PartiallyUpper	64
PartiallyLower	41
DoesNotMeetUpper	40
DoesNotMeetLower	0

Working With Graded Items - Translate Grades Tab 4

Use this form to translate or convert grades to a four level Maine Learning Results (MLR) type of performance standard.

This experimental form is applicable for **AN ENTIRE SCHOOL** and is currently not able to differentiate conversion ratios by individual program or assessment.

When entering student grades with MLR translation - **Use Main Menu button K- Translate Student Grades**. Working With Graded Items, Tab 5, Enter Student Grades should be used when a conversion to MLR performance levels is **NOT** required.

Grade Range - Enter the point values that correspond to the upper and lower range for each of the four MLR performance levels. Ensure that all point values are represented in at least one of the four MLR levels. Also ensure that no point gaps exist between MLR levels.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 4).

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Work With Graded Items

Course: Back To Main Menu

Duty: Use Only When on Tab 2

Refresh Form

1 Assessments | 2 Link Tasks to Assessments | 3 Modify Assessment Design | 4 Translate Grades | 5 Enter Student Grades

Assessment: Back to Main Menu

WholeClass CourseID: Assessment Points

Select Student	Grade Points	Grade	Date Graded
Holmes, Jeremy ID: 2	<input type="text" value="10"/>	<input type="text" value="67"/>	<input type="text" value="12/31/2002"/>
Toob, Testa ID: 1	<input type="text" value="14"/>	<input type="text" value="93"/>	<input type="text" value="12/31/2002"/>
Negative, Graham ID: 3	<input type="text" value="16"/>	<input type="text" value="87"/>	<input type="text" value="12/31/2002"/>

Record: 3 of 3

Working With Graded Items - Enter Student Grades Tab 5

Use this form to enter student grades when NOT translating grades into a four level Maine Learning Results (MLR) type of performance standard.

Assessment - Select the appropriate assessment or project.

Whole Class - Click the Whole Class button if a grade record for every student is required for the selected assessment or project.

Select Student - Select the student from the combo box individually if not using the Whole Class feature.

Grade Points - Enter the points achieved by each student on the selected assessment or project.

Grade - SIS will calculate the student grade automatically based on the points assigned to the selected assessment from the Assessments Table.

General Notes:

1. The upper Duty selector is not required when working on this tab (tab 4).